

A Special Class for Young Entrepreneurs

"The Business of Babysitting"

Learn the Responsibilities of Babysitting
and Gain the Knowledge You Need to be a Safe
and Responsible Babysitter

You Will Learn:

- How to Respond to a Choking Infant or Child
 - How to Perform Rescue Breathing
- How the Check, Call, and Care Procedure Works
 - How Important Parental Support Is

Wednesday, February 18, 2004

6:30 to 8:00 p.m.

Community Building, Room A
2001 Grand Avenue, Chino Hills

Ages: 12 and up

Instructor:

Barbara Mullen, Health, Safety and Youth Director
Inland Valley Chapter of the American Red Cross

Available for purchase on class night from the American Red Cross are:

Babysitter's Handbook – \$10.00

First Aid Handbook – \$5.00

*This FREE class does not include the above handbooks.

The purchase of these reference materials is completely optional.



Registration for this class will begin on December 1, 2003.
To sign up for this FREE workshop, call (909) 364-2700.

A FREE Workshop Cosponsored By:



Authorization No. 33-0490245-01

(1) "SBA's participation in this Cosponsorship is not an endorsement of the views, opinions, products, or services of any Cosponsor or other person or entity.", (2) "All SBA programs or cosponsored programs are extended to the public on a nondiscriminatory basis.", (3) "Reasonable arrangements for persons with disabilities will be made, if requested at least 2 weeks in advance. Contact: U.S. Small Business Administration, 200 West Santa Ana Blvd, Suite 700, Santa Ana, CA 92701, (714) 550-7420."

Small & Home-based Business Workshop Series

Have a Successful Home-based Business!

Instructor: Robert Usher, Inland Empire Small Business Development Center

- Requirements for Home-based Businesses in Chino Hills
- Steps to a Successful Home-based Business
- Business Plans
- Tax Facts

Wednesday, January 7, 2004

6:30 to 8:00 p.m.

Community Building, Room A,
2001 Grand Avenue, Chino Hills
Fee: \$15.00

Conducting a Direct Mail Campaign

Instructor: Gary Dominguez, Mail Piece Design Analyst,
U.S. Postal Service

- Steps to a Successful Direct Mail Campaign
- Effort vs. Return
- Helpful Tips for Designing Your Direct Mail Piece
- U.S. Postal Service Requirements
- Saving Money on Your Direct Mail Campaign

Wednesday, February 11, 2004

6:30 to 8:00 p.m.

Community Building, Room A,
2001 Grand Avenue, Chino Hills
Fee: \$15.00

Organize Your Home Office

Instructor: Sheila McCurdy, Owner, Clutter Stop and
Author of "The Floor is Not an Option"

- Can't Find Your Desk Under The Mess?
- Feel "Stuck" or "Frozen" by Clutter?
- Always Late For Meetings?
- Lost That Important Phone Number or Paper?
- Wonder What Papers Should Really Be on Your Desk Each Day?

Saturday, January 17, 2004

9:00 to 10:30 a.m.

Community Building, Room A,
2001 Grand Avenue, Chino Hills
Fee: \$15.00

* For an additional \$15.00 you can purchase the book "The Floor Is Not An Option" which has valuable organizing tips.

Marketing Your Business, Part 1

Instructor: Vincent McCoy, Inland Empire Small Business Development Center

- Market Analysis
- Demographic Information
- Overall Industry Trends
- Specific Competition
- Developing a Marketing Strategy

Wednesday, January 28, 2004

6:30 to 8:00 p.m.

Community Building, Room A,
2001 Grand Avenue, Chino Hills
Fee: \$15.00

Marketing Your Business, Part 2

Instructor: Bruce M. Wood, Co-publisher Champion Newspapers

- Building a Professional Image
- Understand Your Target Customer
- Low-cost Advertising Alternatives
- Effective Print Advertising
- When to Advertise
- Introduction to Direct Mail Advertising

Wednesday, February 4, 2004

6:30 to 8:00 p.m.

Community Building, Room A,
2001 Grand Avenue, Chino Hills
Fee: \$15.00

*You can take one class or take them all.
Registration begins December 1, 2003.
Space is limited, so register early by calling
the City of Chino Hills, Recreation Division
at (909) 364-2700.*

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